

MILITARY PERSONNEL MANAGEMENT OFFICE

1. OFFICER PERSONNEL MANNING.

1.1. Processes branch transfer.

1.1.1. Receives notification to branch transfer.

1.1.2. Verifies branch transfer requirement in accordance with regulations/pamphlets.

1.1.3. Reviews and verifies individual eligibility.

1.1.4. Determines and recommends education stipulation.

1.1.5. Determines composition of board and recommends board members.

1.1.6. Assembles, reviews, and provides packet to state federal recognition board.

1.1.7. Monitors status.

1.1.8. Processes result and publishes order.

1.1.9. Forwards results to NGB for federal recognition.

1.1.10. Provides federal recognition/state orders to SIDPERS/PSB.

1.2. Provides memorandum of requirements and compliance with education stipulation mandated by federal recognition board.

1.2.1. Provides written notification to officer of requirement.

1.2.2. Monitors compliance with suspense date.

1.2.3. Verifies completion of education stipulation.

1.2.4. Issues written notification to officer.

1.3. Processes officer selective retention board and packet.

1.3.1. Identifies eligible personnel.

1.3.2. Notifies individual and chain of command of board consideration and documents required by the board.

1.3.3. Prepares officer data sheet for review.

1.3.4. Reviews officer's file for discrepancies and updates file and standard installation/division personnel system (SIDPERS).

1.3.5. Requests applicable board composition waiver.

1.3.6. Publishes board appointment order.

1.3.7. Assembles board guidance.

- 1.3.8. Assembles selective retention board packet and provides current data sheet.
- 1.3.9. Forwards packet to board.
- 1.3.10. Provides technical/administrative support to the board.
- 1.3.11. Processes board action.
- 1.3.12. Provides selection/non-select notification letter to officer, chain of command, and SIDPERS/PSB.
- 1.3.13. Publishes and distributes separation order for non-select.
- 1.3.14. Prepares and forwards report to NGB.
- 1.4. Processes in-state transfer/reassignment/attachment.
 - 1.4.1. Receives and reviews packet (to include corrective action).
 - 1.4.2. Determines eligibility and position vacancy.
 - 1.4.3. Prepares and distributes order.
- 1.5. Processes initial commissioned officer appointment.
 - 1.5.1. Receives and reviews application for appointment.
 - 1.5.2. Determines eligibility for appointment.
 - 1.5.3. Requests applicable waiver, establishes suspense, and monitors status.
 - 1.5.4. Determines board composition and recommends board members.
 - 1.5.5. Publishes and distributes state appointment order.
 - 1.5.6. Assembles and forwards appointment packet to NGB for federal recognition.
 - 1.5.7. Provides appointment packet to SIDPERS/PSB.
- 1.6. Processes prior service officer appointments.
 - 1.6.1. Receives and reviews application for appointment.
 - 1.6.2. Determines eligibility for appointment.
 - 1.6.3. Coordinates/verifies assignment with staff and unit.
 - 1.6.4. Requests applicable waiver and pre-determination.
 - 1.6.5. Determines board composition and recommends board members.
 - 1.6.6. Publishes and distributes state appointment order.
 - 1.6.7. Assembles and forwards appointment packet to NGB for federal recognition.
 - 1.6.8. Provides appointment packet to SIDPERS/PSB.

- 1.7. Processes order to/from inactive National Guard (ING).
 - 1.7.1. Receives and reviews request for transfer.
 - 1.7.2. Publish and distribute state order.
 - 1.7.3. Provides input to SIDPERS/PSB.
 - 1.7.4. Monitors inactive status and provides oversight for annual muster.
 - 1.7.5. Determines status (return to active, separate, or extend).
- 1.8. Processes initial warrant officer appointment.
 - 1.8.1. Announces position and prerequisite.
 - 1.8.2. Receives and reviews predetermination packet for appointment.
 - 1.8.3. Assembles and forwards predetermination packet to NGB.
 - 1.8.4. Receives predetermination result from NGB.
 - 1.8.5. Notifies soldier of results.
 - 1.8.6. Receives and reviews appointment application.
 - 1.8.7. Determines board composition and recommends board members.
 - 1.8.8. Forwards to state federal recognition board.
 - 1.8.9. Publishes and distributes state warrant officer candidate appointment order.
 - 1.8.10. Prepares discharge and appointment order/document and forwards to warrant officer candidate school.
 - 1.8.11. Assembles and forwards appointment packet to NGB for federal recognition.
 - 1.8.12. Provides appointment packet to SIDPERS/PSB.
- 1.9. Processes direct appointment of special branch officer.
 - 1.9.1. Receives and reviews predetermination packet for appointment.
 - 1.9.2. Assembles and forwards predetermination packet to NGB.
 - 1.9.3. Receives predetermination result from NGB.
 - 1.9.4. Notifies soldier/unit of results.
 - 1.9.5. Receives and reviews appointment application.
 - 1.9.6. Determines board composition and recommends board members.
 - 1.9.7. Forwards to state federal recognition board.

- 1.9.8. Publishes and distributes state appointment order.
- 1.9.9. Forwards appointment document to NGB and requests federal recognition.
- 1.9.10. Monitors status and re-board, if required, for federal recognition.
- 1.9.11. Provides appointment packet to SIDPERS/PSB.
- 1.10. Processes applicants for the simultaneous membership program (SMP).
 - 1.10.1. Receives and reviews SMP application packet.
 - 1.10.2. Publishes and distributes order awarding 09r20 mos.
 - 1.10.3. Monitors status and coordinates with the college/university.
 - 1.10.4. Publishes and distributes discharge or reduction order.
- 1.11. Processes officer over strength and additional TDA assignment.
 - 1.11.1. Identifies personnel.
 - 1.11.2. Identifies position.
 - 1.11.3. Publishes and distributes order.
 - 1.11.4. Establishes suspense and monitors status.
 - 1.11.5. Publishes and distributes reassignment, transfer, or separation order.
- 1.12. Processes request for retention beyond mandatory removal date.
 - 1.12.1. Receives and reviews request.
 - 1.12.2. Processes request for TAG recommendation or disapproval.
 - 1.12.3. Forwards to NGB for approval.
 - 1.12.4. Monitors status.
 - 1.12.5. Forwards approved request to SIDPERS/PSB.
- 1.13. Processes interstate transfer (IST).
 - 1.13.1. Receives and reviews incoming IST packet.
 - 1.13.2. Receives and reviews outgoing IST packet (to include corrective action, assemble packet and forward to receiving state, publish/distribute order, coordinate transfer of personnel records).
- 1.14. Processes and responds to request from active duty lieutenant concerning ARNG combat reform initiative.
 - 1.14.1. Receives request (walk-in, telephonic, or written).
 - 1.14.2. Prepares and provides memorandum of acceptance.

- 1.14.3. Suspenses and monitors request.
- 1.15. Forecasts officer projected losses.
 - 1.15.1. Identifies personnel.
 - 1.15.2. Compiles and reviews list.
 - 1.15.3. Monitors and updates list.
 - 1.15.4. Provides analysis to management.
- 1.16. Administers officer personnel management system (OPMS) actions.
 - 1.16.1. Receives, identifies, and reviews requirement (to include corrective action).
 - 1.16.2. Determines eligibility.
 - 1.16.3. Processes and distributes MOS/area of concentration (AOC), functional area (FA), and skill identifiers (SI) order/memorandum.
- 1.17. Supports reorganization/activation/deactivation personnel orders.
 - 1.17.1. Receives and reviews permanent order and MTOE/TDA changes.
 - 1.17.2. Coordinates with SIDPERS and POTO for development of unit manning report (UMR).
 - 1.17.3. Coordinates with command to identify personnel change to support MTOE/TDA changes (to include authorized grade, reclassifications, transfers, reassignments, transition benefits, and separations).
 - 1.17.4. Counsels affected officer.
 - 1.17.5. Publishes and distributes order.
 - 1.17.6. Suspenses and monitors over strength reassignment.
 - 1.17.7. Notifies and counsels eligible personnel of transition benefit options and suspense election.
 - 1.17.8. Receives, reviews, and processes transition benefits packet (to include corrective action).
 - 1.17.9. Publishes and distributes orders based on transition benefit option.
- 1.18. Processes direct appointment order (excluding special branches).
 - 1.18.1. Receives and reviews predetermination packet for appointment (to include corrective action).
 - 1.18.2. Assembles and forwards predetermination packet to NGB.
 - 1.18.3. Receives predetermination result from NGB.
 - 1.18.4. Notifies soldier/unit of results.
 - 1.18.5. Receives and reviews appointment application (to include corrective action).

- 1.18.6. Determines board composition and recommends board members.
- 1.18.7. Forwards to state federal recognition board.
- 1.18.8. Publishes and distributes state appointment order.
- 1.18.9. Forwards appointment documents to NGB and requests federal recognition.
- 1.18.10. Provides appointment packet to SIDPERS/PSB.
- 1.19. Processes officer candidate school (OCS) application.
 - 1.19.1. Identifies and notifies potential candidate.
 - 1.19.2. Receives and reviews applicant's packet (to include corrective action).
 - 1.19.3. Counsels each applicant on enrollment/commission criteria.
 - 1.19.4. Processes applicable waiver.
 - 1.19.5. Publishes and distributes promotion/attachment order.
 - 1.19.6. Monitors status of appointment packet.
 - 1.19.7. Identifies position assignment/branch (transition to appointment process).
- 1.20. Processes request for separation order.
 - 1.20.1. Receives and reviews separation request.
 - 1.20.2. Counsels and advises officer on separation options.
 - 1.20.3. Prepares and distributes order.

2. PERSONNEL SERVICES.

- 2.1. Processes promotion recommendations for position vacancy.
 - 2.1.1. Receives and reviews recommendations (to include corrective action).
 - 2.1.2. Verifies eligibility.
 - 2.1.3. Determines composition of board and recommends board member.
 - 2.1.4. Assembles and provides packet to board.
 - 2.1.5. Serves as technical advisor to board.
 - 2.1.6. Processes results and publishes and distributes order.
 - 2.1.7. Assembles and forwards results to NGB for federal recognition.
 - 2.1.8. Suspenses and monitors status.
 - 2.1.9. Receives and provides federal recognition to SIDPERS/PSB.

- 2.2. Processes eligible officers/positions for command promotion/assignment.
 - 2.2.1. Determines eligible officers/positions (to include corrective action).
 - 2.2.2. Determines composition of board and recommends/appoints board member.
 - 2.2.3. Notifies affected personnel (board members or eligible officers).
 - 2.2.4. Assembles and provides packet to board.
 - 2.2.5. Serves as technical advisor to board.
 - 2.2.6. Processes results and publishes and distributes OML/minutes (notifies affected officer).
- 2.3. Processes officer evaluation report (OER).
 - 2.3.1. Establishes and maintains OER end date (as caused by change of rater, duty, etc.).
 - 2.3.2. Receives, processes, and/or reviews OER (to include corrective action).
 - 2.3.3. Processes report to NGB.
 - 2.3.4. Provides input to SIDPERS/PSB.
 - 2.3.5. Initiates corrective action per NGB.
 - 2.3.6. Processes senior rater profiled OER.
- 2.4. Prepares delinquent/suspense OER roster.
 - 2.4.1. Identifies delinquent OER.
 - 2.4.2. Validates/updates and distributes roster to command.
 - 2.4.3. Establishes and maintains suspense date.
- 2.5. Processes/monitors senior rater profile.
 - 2.5.1. Receives, reviews, and analyzes profile.
 - 2.5.2. Distributes profile.
 - 2.5.3. Counsels/advises senior rater as required.
- 2.6. Processes eligible officers for DA promotion selection board.
 - 2.6.1. Receives, reviews, and updates/validates roster from NGB (to include corrective action).
 - 2.6.2. Submits revised roster to NGB.
 - 2.6.3. Prepares packet/notification.
 - 2.6.4. Notifies individual/command and provides a copy of microfiche and/or packet.
 - 2.6.5. Establishes and maintains suspense for final officer packet.

- 2.6.6. Receives and updates officer packet (to include corrective action).
- 2.6.7. Assembles and forwards packet to NGB.
- 2.6.8. Coordinates with NGB and ARPERSCOM to update and complete packet.
- 2.7. Processes DA promotion selection board results.
 - 2.7.1. Receives, reviews, and distributes board results and select/non-select letter.
 - 2.7.2. Notifies/counsels affected officer/command of result and options.
 - 2.7.3. Notifies SIDPERS/PSB to update database (promotion consideration code).
 - 2.7.4. Establishes and maintains suspense date for election of option.
 - 2.7.5. Receives, reviews, and processes officer's request (option) (to include corrective action).
 - 2.7.6. Notifies SIDPERS/PSB to update database (promotion eligibility date).
- 2.8. Processes request for promotion delay as a result of DA selection board.
 - 2.8.1. Receives and reviews request for delay (to include corrective action).
 - 2.8.2. Prepares endorsement and recommendation and forwards to TAG for approval/disapproval.
 - 2.8.3. Establishes and maintains suspense date for period of delay.
 - 2.8.4. Forwards delays to NGB, officer/command, and PSB.
 - 2.8.5. Receives, processes, and distributes extension of delay, as required.
- 2.9. Processes twice non-select officer from DA board result.
 - 2.9.1. Receives, reviews, and distributes twice non-select letter.
 - 2.9.2. Determines officer's creditable years towards retirement and years of commissioned service.
 - 2.9.3. Requests RPAS statement, calculates and notifies/counsels officer on adjusted mandatory removal and/or separation date.
 - 2.9.4. Notifies SIDPERS/PSB to update database (adjusted mandatory removal and/or separation date).
- 2.10. Processes request for declination of DA promotion.
 - 2.10.1. Receives, reviews, and distributes request (to include corrective action).
 - 2.10.2. Prepares endorsement and recommendation (to include counseling/advising) and forwards to TAG for approval/disapproval.
 - 2.10.3. Establishes and maintains suspense date for next DA board.

- 2.10.4. Forwards declination to NGB, officer/command, and PSB.
- 2.10.5. Notifies SIDPERS/PSB to update database (promotion consideration code, promotion eligibility date, and mandatory removal date).
- 2.11. Processes request for special selection.
 - 2.11.1. Identifies/validates, receives, reviews, and distributes request.
 - 2.11.2. Prepares endorsement and recommendation (to include counseling/advising) and forwards to TAG for approval/disapproval.
 - 2.11.3. Forwards and distributes recommendation to NGB, officer, etc.
 - 2.11.4. Establishes and maintains suspense date for reply.
- 2.12. Processes individual award, decoration, and badge request.
 - 2.12.1. Receives and reviews recommendation and/or request for award, decoration, and badge (to include corrective action).
 - 2.12.2. Forwards recommendation to board.
 - 2.12.3. Processes board recommendation and forwards for endorsement to approving authority.
 - 2.12.4. Receives approval and prepares order/certificate.
 - 2.12.5. Assembles and forwards award set to command.
 - 2.12.6. Distributes order.
- 2.13. Coordinates special and unusual waiver with NGB.
 - 2.13.1. Receives and reviews request (to include corrective action).
 - 2.13.2. Researches/validates request.
 - 2.13.3. Prepares and distributes endorsement.
 - 2.13.4. Forwards to NGB if applicable.
 - 2.13.5. Monitors status.
 - 2.13.6. Receives, processes, and distributes result.
- 2.14. Processes requests for NGB form 25.
 - 2.14.1. Receives and reviews request (to include corrective action).
 - 2.14.2. Prepares endorsement and forwards to NGB for approval.
 - 2.14.3. Monitors status.
 - 2.14.4. Receives NGB 25 from NGB.
 - 2.14.5. Reviews NGB 25 (to include corrective action).

- 2.14.6. Distributes NGB 25 to include to SIDPERS/PSB for update.
- 2.15. Processes title 10 or ADSW application.
 - 2.15.1. Receives and distributes job announcement.
 - 2.15.2. Receives and reviews application (to include corrective action).
 - 2.15.3. Prepares endorsement.
 - 2.15.4. Assembles and forwards to NGB.
- 2.16. Identifies senior service college eligible officer.
 - 2.16.1. Receives and distributes NGB announcement.
 - 2.16.2. Identifies and validates eligible officer.
 - 2.16.3. Determinates composition of board.
 - 2.16.4. Prepares packet or eligibility lists and forwards to board/command.
 - 2.16.5. Receives results and notifies officer/command.
- 2.17. Processes senior service college selectee application.
 - 2.17.1. Receives, reviews, and assembles application packet (to include corrective action).
 - 2.17.2. Prepares endorsement for TAG signature and forwards to NGB.
 - 2.17.3. Receives and reviews results from NGB.
 - 2.17.4. Forwards results to officer/command.
 - 2.17.5. Submits updates to SIDPERS/PSB.
- 2.18. Prepares general officer nomination packet.
 - 2.18.1. Requests and reviews official military personnel file (OMPF) (to include corrective action).
 - 2.18.2. Identifies and obtains source documentation.
 - 2.18.3. Notifies nominee of required action.
 - 2.18.4. Assembles nomination packet and prepares TAG memorandum.
 - 2.18.5. Forwards completed go packet to NGB.
 - 2.18.6. Responds and provides required documentation to NGB discrepancy list.
- 2.19. Validates additional duty for special work (ADSW) application.
 - 2.19.1. Receives and reviews application (to include corrective action).
 - 2.19.2. Verifies compliance with advertised prerequisites.

- 2.19.3. Endorses and forwards to appropriate agency.
- 2.20. Processes approved army board for corrections of military records (ABCMR) request.
 - 2.20.1. Receives approved board decision.
 - 2.20.2. Determines and performs required action.
 - 2.20.3. Distributes to appropriate agency.
- 2.21. Processes name/social security number (SSN) change request.
 - 2.21.1. Receives/completes request (DA form 4187) (to include corrective action).
 - 2.21.2. Endorses and forwards to NGB.
 - 2.21.3. Suspenses and maintains status.
 - 2.21.4. Receives federal recognition from NGB; reviews and distributes.
- 2.22. Processes non-duty casualty report.
 - 2.22.1. Receives notification of death.
 - 2.22.2. Collects and verifies information and deceased duty status.
 - 2.22.3. Notifies NGB and command.
 - 2.22.4. Prepares and distributes DD form 1300.
 - 2.22.5. Assembles and submits request for serviceman's group life insurance payment and other applicable benefits.
 - 2.22.6. Publishes and distributes order.
 - 2.22.7. Closes out and distributes record.
- 2.23. Processes duty casualty report.
 - 2.23.1. Receives notification of death.
 - 2.23.2. Collects and verifies information and deceased duty status (MPRI, police records, death certificate, etc.).
 - 2.23.3. Notifies NGB, area casualty assistance office (CAO), and command.
 - 2.23.4. Appoints notification next of kin officer (NNOK) and CAO.
 - 2.23.5. Prepares notification packet and CAO packet.
 - 2.23.6. Assists and advises NNOK and CAO.
 - 2.23.7. Prepares and distributes DD form 1300.
 - 2.23.8. Appoints formal line of duty investigating officer.

- 2.23.9. Assembles and submits request for serviceman's group life insurance payment and other applicable benefits.
- 2.23.10. Publishes and distributes order.
- 2.23.11. Closes out and distributes record.
- 2.24. Processes academic evaluation report.
 - 2.24.1. Receives and reviews report.
 - 2.24.2. Determines personnel action.
 - 2.24.3. Processes action.
 - 2.24.4. Provides input to SIDPERS/PSB.
- 2.25. Processes aviation career incentive pay orders.
 - 2.25.1. Verifies aviator's aviation service entry date (ASED) and total federal officer service date (TFOS).
 - 2.25.2. Initiates gate review action.
 - 2.25.3. Receives and reviews DA form 4187 (gate review).
 - 2.25.4. Publishes and distributes order.
- 2.26. Updates personnel electronics records management system (perms) documents.
 - 2.26.1. Receives and reviews document.
 - 2.26.2. Scans and batches document.
 - 2.26.3. Indexes document.
 - 2.26.4. Performs quality control review.
 - 2.26.5. Conducts problem resolution.
 - 2.26.6. Validates document sent to perms mainframe.
 - 2.26.7. Distributes document to appropriate agency.
- 2.27. Identifies officers for selective, partial, or full mobilization.
 - 2.27.1. Receives and reviews requirement.
 - 2.27.2. Determines and identifies potential eligible officer.
 - 2.27.3. Validates individual eligibility.
 - 2.27.4. Assembles and submits SRP packet.
 - 2.27.5. Identifies and performs cross leveling.

- 2.27.6. Publishes and distributes applicable order.
- 2.27.7. Provides support to officer mobilization processing.
- 2.28. Provides officer demobilization support.
 - 2.28.1. Receives notification of demobilization and release from active duty.
 - 2.28.2. Receives, reviews, and distributes documents from demobilization site.
 - 2.28.3. Prepares and distributes corrected document (e.g., DD form 215).
- 2.29. Assesses personnel readiness of officers identified in the mobilization readiness assessment.
 - 2.29.1. Receives MRA requirement.
 - 2.29.2. Identifies and provides officer support requirement (personnel and equipment).
 - 2.29.3. Processes officer by MRA checklist.
 - 2.29.4. Analyzes and determines mobilization availability.
- 2.30. Assists NGB and ARPERSCOM with review of DA promotion packet prior to convening a DA board.

3. Personnel support.

- 3.1. Responds to inspector general/congressional/Gubernatorial/TAG inquiry.
 - 3.1.1. Receives and reviews inquiry.
 - 3.1.2. Researches, investigates, and assesses inquiry.
 - 3.1.3. Prepares and forwards response.
- 3.2. Processes suspension of favorable personnel actions (flagging actions).
 - 3.2.1. Receives and reviews DA 268.
 - 3.2.2. Distributes to SIDPERS/PSB.
- 3.3. Processes request for withdrawal of federal recognition.
 - 3.3.1. Receives/identifies and reviews recommendation.
 - 3.3.2. Validates and substantiates recommendation.
 - 3.3.3. Prepares staffing packet for review and recommendation by appropriate officials.
 - 3.3.4. Receives and reviews staffing packet.
 - 3.3.5. Prepares recommendation for TAG signature.

- 3.3.6. Forwards recommendation to appropriate army area command.
- 3.3.7. Receives and reviews officer election and packet from appropriate army area command.
- 3.4. Convenes officer efficiency board.
 - 3.4.1. Determines board composition and recommends board members and forwards to appropriate army area command.
 - 3.4.2. Appoints board members, if applicable.
 - 3.4.3. Prepares and forwards board notification to respondent and appointed counsel.
 - 3.4.4. Prepares packet for board.
 - 3.4.5. Provides technical assistance to board.
 - 3.4.6. Receives, reviews, processes, and distributes board results.
- 3.5. Conducts command inspection and/or operational readiness evaluation (ORE).
 - 3.5.1. Receives, reviews, and analyzes inspection request.
 - 3.5.2. Identifies and provides support requirement (personnel and equipment).
 - 3.5.3. Researches and prepares inspection checklist.
 - 3.5.4. Prepares, analyzes, and distributes inspection report.
 - 3.5.5. Establishes suspense for corrective action and monitors suspense.
 - 3.5.6. Receives, analyzes, and distributes corrective action taken as a result of inspection.

4. ENLISTED PERSONNEL MANNING.

- 4.1. Reports inactive National Guard (ING) status.
- 4.2. Readiness management.
 - 4.2.1. Performs unit status report (USR) readiness assessment and review (includes travel).
 - 4.2.2. Monitors assignment decision (unit manning report).
 - 4.2.3. Supports reorganization, activation, and reactivation (includes travel).
- 4.3. Career management.
 - 4.3.1. Processes in-service recruit (ISR).
 - 4.3.2. Processes transfer from the inactive National Guard (ING).
 - 4.3.3. Processes GRB action.
 - 4.3.4. Manages command sergeant major (CSM) program.
 - 4.3.5. Processes simultaneous membership program (SMP) agreement.

- 4.3.6. Processes separation action.
- 4.3.7. Processes reserve enlistment program (rep) soldier.
- 4.3.8. Processes interstate IRANSFER (IST).
- 4.3.9. Implements change to military occupational specialty (MOS) classification system.
- 4.3.10. Processes involuntary classification or reclassification action.
- 4.3.11. Processes requests for non-commissioned officer education system (NCOES) constructive credit/unavailability.
- 4.3.12. Processes National Guard Bureau (NGB) waiver.
- 4.3.13. Processes state waiver.
- 4.3.14. Processes transfers to the ING.
- 4.3.15. Processes bar to reenlistment or extension.
- 4.3.16. Processes declination of continued service statement.

5. PERSONNEL SERVICES.

- 5.1. Records management.
 - 5.1.1. Processes request for correction to military record (ABCMR).
 - 5.1.2. Verifies/processes correction of enlistment document.
- 5.2. Suspense management.
 - 5.2.1. Monitors non-commissioned officer evaluation report (NCOER) submission suspense.
 - 5.2.2. Monitors conditional promotion.
 - 5.2.3. Monitors expiration term of service (ETS) roster.
- 5.3. Process management.
 - 5.3.1. Processes reassignment.
 - 5.3.2. Processes intrastate transfer.
- 5.4. Processes transition benefits action.
- 5.5. Personnel evaluation process.
 - 5.5.1. Processes NCOER system action.
 - 5.5.2. Processes academic evaluation report (AER).
- 5.6. Personnel promotion process.

- 5.6.1. Processes enlisted promotion.
- 5.6.2. Processes lateral appointment.
- 5.6.3. Processes frocking action.
- 5.6.4. Processes reduction.
- 5.6.5. Processes non-automated advancement and special promotion.
- 5.6.6. Maintains personnel promotion list.
- 5.7. Processes application.
 - 5.7.1. Monitors non-United States citizenship.
 - 5.7.2. Processes conditional release application.
 - 5.7.3. Processes application for active duty (title 10).
- 5.8. Processes board.
 - 5.8.1. Processes awards board.
 - 5.8.2. Processes reduction board.
 - 5.8.3. Processes reclassification board.
 - 5.8.4. Processes administrative separation board.
 - 5.8.5. Processes stand-by advisory board (stab).
 - 5.8.6. Conducts personnel promotion board.
- 5.9. Policy and procedure.
 - 5.9.1. Develop policy and procedure.
 - 5.9.2. Interpret policy and procedure.
 - 5.9.3. Responds to internal/external inquiry.

6. PERSONNEL SUPPORT.

- 6.1. Supports MOBEX.
- 6.2. Supports casualty assistance.
- 6.3. Conducts inspection or assistance visit.
- 6.4. Serves as board member.
 - 6.4.1. Serves on awards board.
 - 6.4.2. Serves on medical duty review board (MDRB).

- 6.4.3. Serves on reduction board.
- 6.4.4. Serves on reclassification board.
- 6.4.5. Serves on administrative separation board.
- 6.4.6. Serves on stand-by advisory board (STAB).
- 6.4.7. Serves on qualitative retention board (GRB).

7. INCENTIVE MANAGEMENT.

- 7.1. Processes enlistment bonus request.
 - 7.1.1. Receives request for bonus.
 - 7.1.2. Verifies eligibility.
 - 7.1.3. Issues and logs control number.
 - 7.1.4. Places in suspense file or inputs/forwards to SIDPERS.
- 7.2. Processes affiliation bonus request.
 - 7.2.1. Receives request for bonus.
 - 7.2.2. Verifies eligibility.
 - 7.2.3. Issues and logs control number.
 - 7.2.4. Places in suspense file or inputs/forwards to SIDPERS.
- 7.3. Process civilian acquired skills program (CASP) bonus request.
 - 7.3.1. Receives request for bonus.
 - 7.3.2. Verifies eligibility.
 - 7.3.3. Issues and logs control number.
 - 7.3.4. Places in suspense file or inputs/forwards to SIDPERS.
- 7.4. Process reenlistment/extension bonus request.
 - 7.4.1. Receives request for bonus.
 - 7.4.2. Verifies eligibility.
 - 7.4.3. Processes second three-year reenlistment/extension bonus request.
 - 7.4.4. Issues and logs control number.
 - 7.4.5. Places in suspense file or inputs/forwards to SIDPERS.
- 7.5. Process student loan repayment program (SLRP) request.

- 7.5.1. Receives request for SLRP.
- 7.5.2. Verifies eligibility.
- 7.5.3. Issues and logs control number.
- 7.5.4. Places in suspense file or inputs/forwards to SIDPERS.
- 7.6. Process health professional loan repayment (HPLR) program request.
- 7.6.1. Receives request for HPLR.
- 7.6.2. Verifies eligibility.
- 7.6.3. Issues and logs control number.
- 7.6.4. Places in suspense file or inputs/forwards to SIDPERS.

8. LOADS BONUS HISTORY IN MILITARY PAY.

9. PROCESSES BONUS PAYMENTS.

- 9.1. Initial bonus payments.
 - 9.1.1. Verifies eligibility (e.g., AIT completion, civilian education, MOS award, position vacancy, etc.).
 - 9.1.2. Initiates b03 and d02 (as required) transactions to military pay.
 - 9.1.3. Verifies bonus payments with copy of leave and earning statement (to include corrective action).
 - 9.1.4. Inputs and forwards bonus payment in SIDPERS.
 - 9.1.5. Creates bonus history file (as required).
- 9.2. Anniversary bonus payments.
 - 9.2.1. Verifies eligibility (e.g., check MOS, same unit vacancy, satisfactory participant, adverse flagging actions, etc.).
 - 9.2.2. Initiates B03 and D02 (as required) transactions to military pay.
 - 9.2.3. Verifies bonus payments with copy of leave and earning statement (to include corrective action).
 - 9.2.4. Inputs/forwards bonus payments in SIDPERS.
 - 9.2.5. Updates bonus history file (as required).

10. PROCESSES LOAN REPAYMENT PROGRAM (SLRP AND HPLR).

- 10.1. Verifies soldier's eligibility.
- 10.2. Verifies loan eligibility.

- 10.3. Calculates payments.
- 10.4. Submits to military pay.
- 10.5. Creates/updates student loan history file.

11. PROCESSES TERMINATION/SUSPENSION ACTION.

- 11.1. Reviews/verifies source document.
- 11.2. Initiates termination/suspension action.
- 11.3. Inputs/forwards to SIDPERS/military pay branch.
- 11.4. Monitors/suspenses loan/bonus repayment.

12. PROCESSES EXCEPTION TO POLICY REQUEST.

- 12.1. Reviews request.
- 12.2. Processes request.
- 12.3. Prepares response.

13. CONDUCTS TRAINING/BRIEFING SESSION.

- 13.1. Prepares training/briefing material.
- 13.2. Schedules training/briefing.
- 13.3. Conducts training/briefing.
- 13.4. Initiates follow-up action.

14. RESPONDS TO INQUIRY.

15. PARTICIPATES IN MOBILIZATION OR DEMOBILIZATION.

- 15.1. Identifies incentive participant.
- 15.2. Conducts the briefing or interview as necessary.
- 15.3. Conducts follow-up as necessary.

16. PREPARES AND SUBMITS OR DISTRIBUTES REPORT TO NGB OR UNITS.

17. PROVIDES EDUCATION ADVISORY SERVICE.

- 17.1. Advises TAG, MILPO, HQ staff, major command and subordinate element on current educational program and provide recommendation.
 - 17.1.1. Researches educational issue.
 - 17.1.2. Identifies special and recurring need.
 - 17.1.3. Recommends action.

18. EDUCATIONAL, CAREER AND VOCATIONAL COUNSELING.

18.1. Responds to inquiry.

18.2. Counsels individual.

18.2.1. Administers interest inventory and other available resources.

18.2.2. Maintains record and file.

19. MONTGOMERY G. I. BILL (MGIB).

19.1. Manages MGIB.

19.1.1. Responds to inquiry.

19.1.2. Receives and verifies eligibility.

19.1.3. Certifies notice of basic eligibility (NOBE).

19.1.4. Updates SIDPERS.

19.2. Resolves eligibility issue.

19.3. Identifies soldier for recoupment.

19.4. Coordinates MGIB-Chapter 30 active duty.

19.4.1. Responds to inquiry.

19.4.2. Counsels soldier and verify eligibility.

19.4.3. Processes MGIB act of 1984 (DD form 2366).

19.4.4. Updates SIDPERS.

19.4.5. Resolves issue.

19.5. Manages MGIB kicker program.

19.5.1. Responds to inquiry.

19.5.2. Receives and verifies eligibility.

19.5.3. Certifies notice of basic eligibility (NOBE).

19.5.4. Updates SIDPERS.

20. MANAGES FEDERAL TUITION ASSISTANCE (TA).

20.1. Estimate, project and obtain annual funding program (AFP).

20.2. Receive, prepare and disseminate program guidance.

20.3. Counsels soldier.

20.4. Receives and processes request for tuition assistance-army continuing education system (DA 2171).

20.4.1. Review/validate request.

20.4.2. Coordinates obligation and account reconciliation with USPFO.

20.4.3. Processes payment.

20.5. Processes recoupment of TA fund.

20.6. Validates course completion.

20.7. Maintains TA database and provide report.

20.8. Resolves TA issue.

20.9. Research, receive and account for educational supply and material.

21. ADMINISTERS DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES) DISTANCE LEARNING TA.

21.1. Receive, prepare and disseminate program guidance.

21.2. Counsels individual.

21.3. Processes DANTES distance learning tuition reimbursement (DANTES form 1562/31).

21.3.1. Review/validate request.

21.3.2. Processes request.

21.4. Maintains TA record.

22. ADMINISTERS EXAMINATION PROGRAM.

22.1. Determines test requirement.

22.2. Provides study material.

22.3. Order, receive, inventory and secure test.

22.4. Schedules testing.

22.5. Administers test.

22.6. Returns test material and update inventory.

22.7. Receive and disseminate test result.

22.8. Provides report.

22.8.1. Quarterly report.

22.8.2. Annual facility report.

22.9. Responds to contractor inquiry.

22.10. Coordinate additional testing personnel.

23. ADMINISTERS MILITARY TESTING.

23.1. Determines test requirement.

23.2. Provides study material.

23.3. Order, receive, inventory and secure test.

23.4. Schedules testing.

23.5. Administers test.

23.6. Scores test.

23.7. Returns test material.

23.8. Disseminates test result.

23.9. Maintains test record.

24. DOCUMENTATION OF EXPERIENTIAL LEARNING.

24.1. Provides program guidance and determine documentation requirement.

24.1.1. Receive, evaluate and process DD form 295 and supporting documents.

24.1.2. Process request DA form 5454-R.

24.2. Resolves evaluation issue.

25. VERIFICATION/CERTIFICATION OF TRANSCRIPT.

25.1. Identifies transcript requirement to soldier.

25.2. Review and certify transcript.

25.3. Forwards result to appropriate office.

26. EDUCATION PROGRAM LIAISON.

26.1. Coordinates development of flexible alternatives for both traditional and non-traditional degree opportunities with local, state, national and international educational institution.

26.2. Functions as the principal liaison between the National Guard and other agency.

26.3. Negotiate and prepare agreement.

27. RESPONDS TO INSPECTOR GENERAL OR CONGRESSIONAL INQUIRY.

27.1. Reviews inquiry.

27.2. Investigates inquiry.

27.3. Prepares response and forward inquiry.

28. PROGRAM INFORMATION.

28.1. Develop and market educational program information.

28.2. Order, receive, account and disseminate educational equipment and reference material.

29. CONDUCTS TRAINING, BRIEFING OR WORKSHOP.

29.1. Receive request, schedule event and notify unit/organization.

29.2. Prepares training aid and handout.

29.3. Conducts event.

29.4. Prepares and forwards after action review.

30. FEDERAL WORK-STUDY PROGRAM.

30.1. Advertises program.

30.2. Receives inquiry, provides information and application.

30.3. Receives and process application.

30.4. Develop and implement training program.

31. ADMINISTERS COLLEGE LEVEL EXAMINATION PROGRAM (CLEP).

31.1. Receives, prepares and disseminates program guidance.

31.2. Counsels individual.

31.3. Processes CLEP testing application.

31.3.1. Review/validate request.

31.3.2. Processes request.

32. SIDPERS INTERFACE ADMINISTRATION.

32.1. Establishes job request with data processing installation (dpi).

32.1.1. Plans job request (daily, weekly, monthly, etc.).

32.1.2. Prepares and transmits job request to DPI (written, telephonic, or electronic).

32.1.3. Receives and verifies job request was completed.

32.1.4. Resubmits to DPI for erroneous job request.

32.2. Prepares operational instruction to end-user.

32.3. Administers system security program for external user.

32.3.1. Requests and obtains system password from DPI.

32.3.2. Issues oracle password.

33. INFORMATION PROCESSING.

33.1. Receives and verifies transmittal letter.

33.1.1. Verifies TL number (to include corrective action, if required).

33.1.2. Date and time stamps TL/document; and records entry into TL control log.

33.1.3. Forwards document to data analyst.

33.2. Processes SIDPERS information transaction (excludes accessions and organizational transactions).

33.2.1. Examines/analyzes source document per regulatory guidance.

33.2.2. Determines mnemonic(s) required for transaction.

33.2.3. Verifies validity of document against system data.

33.2.4. Inputs transaction.

33.3. Processes SIDPERS accession transaction.

33.3.1. Examines/analyzes source document per regulatory guidance (includes joint services software (ISS), army reserve personnel command (ARPERSCOM), retirement points accounting management system (RPAM), and pertinent personnel regulations).

33.3.2. Determines mnemonic(s) required for transaction.

33.3.3. Prepares accession data capture worksheet.

33.3.4. Inputs transaction.

33.4. Processes organizational transaction.

33.4.1. Reviews/analyzes MTOE/TDA change document (includes permanent orders, pen/ink changes, etc.).

33.4.2. Interfaces with military pay for payroll related changes.

33.4.3. Updates/inputs organization/authorized strength file.

33.4.4. Performs quality assurance on unit manning report (UMR).

33.4.5. Provides revised/updated UMR to appropriate command.

33.5. Processes local supplemental database (LSDB) transaction.

33.5.1. Examines/analyzes source document per regulatory guidance.

- 33.5.2. Determines category required for transaction.
 - 33.5.3. Verifies validity of document against system data.
 - 33.5.4. Inputs transaction.
 - 33.6. Processes enlisted personnel system (EPS) enlisted promotion point worksheet, NGB form 4100-1-r-e.
 - 33.6.1. Receives promotion board announcement and sets parameters in database.
 - 33.6.2. Generates/prints promotion eligibility roster (per) and 4100.
 - 33.6.3. Forwards to enlisted personnel branch or appropriate command.
 - 33.6.4. Receives change to 4100 with supporting documents and inputs change into system (also includes leadership appraisal points from NGB form 4101-1-r-e).
 - 33.6.5. Reschedules/prints 4100 for quality assurance and data recalculation.
 - 33.6.6. Generates/prints standing promotion list (SPL).
 - 33.6.7. Forwards SPL to enlisted personnel branch.
 - 33.7. Processes rejected source document.
 - 33.7.1. Resolves error.
 - 33.7.2. Logs/returns unresolved/non-processed source document with explanation to originator.
 - 33.8. Processes drill attendance monitoring procedures and report (DAMPRE)
 - 33.8.1. Executes daily extract program.
 - 33.8.2. Processes weekly update program.
 - 33.8.3. Resolves unprocessed transaction from update.
 - 33.8.4. Inputs correction to erroneously generated attendance code.
 - 33.8.5. Inputs correction to attendance code reported by unit.
 - 33.8.6. Schedules DAMPRE output product.
- 34. DATABASE ADMINISTRATION.**
- 34.1. Executes quality assurance SQL query and researches discrepancy.
 - 34.1.1. Executes quality assurance SQL query.
 - 34.1.2. Researches discrepancy from QA SQL query.
 - 34.2. Reconciles error on military pay mismatch report.
 - 34.3. Reconciles error (by individual) on non-valid payroll report (no val. pay) with SIDPERS data and DA form 1379.

34.4. Develops SQL.

34.5. Conducts individual soldier interview to verify SIDPERS data.

35. REPORTS AND FILES MANAGEMENT.

35.1. Generates and logs all SIDPERS/DAMPRE report and output product.

35.2. Prints and distributes manually SIDPERS/DAMPRE report and output product.

35.3. Distributes electronically SIDPERS/DAMPRE report and output product.

35.4. Reconciles transactions listed on GPFD 0440 report against source document.

36. TRAINING AND TECHNICAL SUPPORT.

36.1. Conducts and/or monitors external SIDPERS training session for end-users.

36.2. Provides error resolution and technical assistance.

36.2.1. Receives and logs technical support request (walk-in, telephonic, or electronic).

36.2.2. Analyzes and responds to technical support request (access inquiries, SQLS, etc.)

36.2.3. Validates unit status report (USRS) (each statewide rollup).

37. PROVIDES TECHNOLOGY SUPPORT.

37.1. Receives and logs technology support request.

37.2. Analyzes and responds to technology support request.

37.2.1. Prepares, analyzes, edits, and tests computer program designed to run on ADP equipment supporting SIDPERS, DAMPRE, RPAS, and other state-level automated personnel systems.

37.2.2. Develops, evaluates, and implements data processing programs utilizing the SIDPERS, DAMPRE, or RPAS systems and subsystems and other applications designed to automate existing manual procedures.

38. RECORDS MANAGEMENT.

38.1. Performs personnel records maintenance.

38.1.1. Receives personnel accession packet.

38.1.2. Validates accession packet.

38.1.3. Requests missing or incomplete document.

38.1.4. Creates/updates accession personnel record.

38.1.5. Access record into inventory.

38.1.6. Reconstructs personnel record.

- 38.1.7. Conducts personnel record inventory.
- 38.1.8. Transfers personnel record.
- 38.1.9. Consolidates personnel record.
- 38.1.10. Manages flagged record.
- 38.2. Performs document handling.
 - 38.2.1. Manages document filing/posting.
 - 38.2.2. Validates record of emergency data form.
 - 38.2.3. Validates SGLV 8286/8285 insurance form.
- 38.3. Validates automated personnel record information.
 - 38.3.1. Manages individual personnel database file.
 - 38.3.2. Performs personnel information error reconciliation/resolution.
 - 38.3.3. Produces ORB/ERB/PGR/IRB form.
- 38.4. Manages personnel electronic records management system (PERMS).
 - 38.4.1. Receives/prepares document.
 - 38.4.2. Scans document.
 - 38.4.3. Indexes document.
 - 38.4.4. Performs quality control.
 - 38.4.5. Performs problem resolution.
 - 38.4.6. Performs document retrieval.
 - 38.4.7. Performs electronic records transfer.
- 38.5. Prepares/maintains temporary record.
- 38.6. Screen and update returning records.

39. PROCESSING MANAGEMENT SERVICE.

- 39.1. Supports soldier readiness processing.
 - 39.1.1. Prepares for soldier readiness processing. (includes travel)
 - 39.1.2. Conducts soldier readiness processing.
 - 39.1.3. Prepares soldier deployment packet.
- 39.2. Processes separation.

- 39.2.1. Receives/reviews order.
- 39.2.2. Consolidates all records.
- 39.2.3. Computes time in service.
- 39.2.4. Prepares record for separation.
- 39.2.5. Distributes discharge/separation document.
- 39.2.6. Forwards separation record.
- 39.3. Conducts annual periodic record review.

40. ADMINISTRATIVE PERSONNEL.

- 40.1. Manages identification document (DEERS/RAPIDS/ID TAGS).
 - 40.1.1. Processes DEERS enrollment.
 - 40.1.2. Verifies benefits eligibility.
 - 40.1.3. Processes all id card application.
 - 40.1.4. Processes army id TAG request.
 - 40.1.5. Verify and distribute DNA/PANO information.
- 40.2. Provides board support.
 - 40.2.1. Researches and verifies eligibility.
 - 40.2.2. Assembles record/packet.

41. INFORMATION SYSTEMS SERVICE.

- 41.1. Performs perms systems administrator function.
 - 41.1.1. Establishes operating schedule.
 - 41.1.2. Establishes operating instruction.
 - 41.1.3. Establishes continuity of operation plan.
 - 41.1.4. Administers system security program.
 - 41.1.5. Generates production report.
 - 41.1.6. Performs data base backup and restore operation.
 - 41.1.7. Maintains system file.

42. RESPONDS TO CUSTOMER INQUIRY.

- 42.1. Responds to individual inquiry.

42.2. Responds to other agency.

42.3. Completes record search.

43. PERSONNEL SECURITY MANAGEMENT.

43.1. Processes personnel security investigation request (utilizing electronic personnel security questionnaire (EPSQ)).

43.1.1. Receives and logs request.

43.1.2. Screens request.

43.1.3. Initiates investigation.

43.1.4. Maintains personnel security program data base.

43.1.5. Processes interim clearance.

43.1.6. Processes returned investigation request defense investigative service (DIS) for correction.

43.1.7. Processes request from central clearance facility (CCF) for additional information.

43.1.8. Processes request for dossier form NGB.

43.1.9. Processes tracer action.

43.1.10. Processes completed investigation for clearance.

43.2. Provides list of required periodic investigations.

43.3. Contact CCF for status of investigation on clearance.

43.4. Prepares verification statement.

43.5. Processes transfer file.

43.5.1. Reviews MPRI for clearance on investigation.

43.5.2. Forwards to SIDPERS.

43.6. Responds to policy and guidance inquiry.

43.6.1. Responds to individual inquiry.

43.7. Conducts and prepares training.

43.7.1. Prepares training material.

43.7.2. Schedules training.

43.7.3. Coordinates training.

43.7.4. Conducts training.

44. MEDICAL ADMINISTRATION MANAGEMENT.

44.1. Processes request for line of duty (LOD) investigation.

44.1.1. Responds to telephone notification.

44.1.2. Coordinates patient admission to medical facility.

44.1.3. Suspenses submission of LOD packet.

44.1.4. Reviews request.

44.1.5. Processes request.

44.1.6. Requests order.

44.1.7. Processes appeals or LOD to NGB.

44.2. Processes incapacitation pay request.

44.2.1. Reviews request.

44.2.2. Suspenses action.

44.2.3. Processes request.

44.2.4. Distributes pay request to USPFO/accounting.

44.2.5. Suspenses action (to NGB for approval after 6 mo).

44.2.6. Performs duties as the incapacitation pay board recorder.

44.3. Manages incapacitation pay tracking system (ITS).

44.3.1. Inputs information.

44.3.2. Generates and distributes report to NGB.

44.4. Monitors the human immune virus (HIV) screening program.

44.4.1. Identifies personnel for testing.

44.4.2. Coordinates testing (unit, NGB, etc).

44.4.3. Processes result.

44.4.4. Provides input to SIDPERS.

44.4.5. Identify HIV positive personnel

44.5. Processes board action.

44.5.1. Processes profile action.

44.5.2. Processes medical evaluation board.

- 44.6. Processes physical examination.
 - 44.6.1. Reviews list.
 - 44.6.2. Coordinates dates and times for exam.
 - 44.6.3. Notifies individual and unit.
 - 44.6.4. Processes result.
 - 44.6.5. Processes/schedules/suspenses for the over 40 screening program.
 - 44.6.6. Initiates follow-up action.
- 44.7. Implements drug testing program.
 - 44.7.1. Reviews list.
 - 44.7.2. Notifies unit.
 - 44.7.3. Orders material.
 - 44.7.4. Prepares material.
 - 44.7.5. Trains observer.
 - 44.7.6. Schedules and coordinates test site.
 - 44.7.7. Processes result.
 - 44.7.8. Identifies drug positive personnel.
- 44.8. Reviews waiver.
 - 44.8.1. Reviews waiver request.
 - 44.8.2. Processes waiver request to NGB.
- 44.9. Processes claim request for payment.
 - 44.9.1. Processes pre-obligation claim.
 - 44.9.2. Forwards to USPFO.
- 44.10. Processes casualty packet.
 - 44.10.1. Reviews MPRJ.
 - 44.10.2. Prepares casualty packet.
 - 44.10.3. Appoints survival assistance officer.
 - 44.10.4. Requests death certificate.
 - 44.10.5. Provides counseling.

- 44.10.6. Processes claim.
- 44.11. Coordinates medical support for MODRE.
 - 44.11.1. Coordinates with unit and medical facility for support.
 - 44.11.2. Conducts MODRE.
 - 44.11.3. Prepares after action report.
- 44.12. Monitors/schedules/suspenses personnel for the panoramic x-ray.
 - 44.12.1. Identifies personnel.
 - 44.12.2. Schedules x-ray.
 - 44.12.3. Suspenses x-ray.
 - 44.12.4. Forwards to SIDPERS.
- 44.13. Monitors credentialing and certification (CCQAS) of health care professional.
 - 44.13.1. Appoints health care credentialing officer.
 - 44.13.2. Identifies health care professional.
 - 44.13.3. Monitors/reviews status.
 - 44.13.4. Processes validation of credential.
- 44.14. Reviews and approves medical formulary.
 - 44.14.1. Reviews request.
 - 44.14.2. Validates/processes request.
- 44.15. Conducts training.
 - 44.15.1. Prepares training material.
 - 44.15.2. Schedules training.
 - 44.15.3. Coordinates training.
- 44.16. Responds to inquiry.
 - 44.16.1. Responds to individual inquiry.
- 44.17. Manages active duty medical evaluation (ADME).
 - 44.17.1. Responds to telephone notification.
 - 44.17.2. Coordinates patient admission to medical facility.
 - 44.17.3. Reviews request.

- 44.17.4. Processes request.
- 44.17.5. Requests order.
- 44.17.6. Processes appeals to NGB.
- 44.18. Manages anthrax vaccination immunization program (AVIP).
 - 44.18.1. Verifies requirement.
 - 44.18.2. Prioritizes requirement.
 - 44.18.3. Orders serum.
 - 44.18.4. Schedules immunization phases.
 - 44.18.5. Records adverse action.
 - 44.18.6. Reports adverse reaction to NGB surgeon.
- 44.19. Medical professional staff (MEDPROS).
 - 44.19.1. Verifies requirement.
 - 44.19.2. Prioritizes requirement.
 - 44.19.3. Orders necessary service to meet medical requirement.
 - 44.19.4. Monitors immunization requirement.
 - 44.19.5. Records services processed.
- 44.20. Manages professional filler support (PROFIS).
 - 44.20.1. Identifies eligible position.
 - 44.20.2 identifies medical/dental professional.
 - 44.20.3. Coordinates the contract.
 - 44.20.4. Certifies duty performance.